

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

CRIMINAL INTELLIGENCE ANALYST

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional level duties involved in the collection, evaluation, analysis, and dissemination of information from all sources, on any person, group or organization that engages in criminal or potentially criminal activity related to the Investigations Division. Work involves extensive reading, report writing, data analysis and development of hypothetical links between criminals, as well as the collection and dissemination of information about criminal activities such as gang activities, or organized criminal syndicates.

Distinguishing Features:

This is a civilian classification. The Criminal Intelligence Analyst classification is distinguished from the civilian Investigative Assistant classification by the degree and nature of the involvement in the full range of investigations in the Investigations Division. Though the Criminal Intelligence Analyst performs many of the duties associated with the Investigative Assistant, it also regularly performs higher level case support and analysis duties to develop leads, identify linkages, and create comprehensive reports and graphs related to the investigation and resolution of complex and sensitive cases.

Supervision Received and Exercised:

Receives general supervision from assigned Police Sergeant.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop investigative leads and hypothetical links related to specific suspects and cases; make judgements to identify and distinguish patterns and trends; perform extensive research and data analysis related to criminals and crime groups.

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- Compile information, analyze findings, make interpretations and write comprehensive reports based criminal investigation intelligence data to be used as background information for planning future enforcement or other legal action.
- Prepare graphs and charts (e.g. link analysis, event flow analysis, activity flow analysis) for visual presentation of data; present reports and charts to internal Police Department staff and/or staff assigned to the prosecution.
- Create and organize the system to maintain unit specific case data and files in a logical, concise and understandable format for future reference and retrieval; provide ongoing analysis and correlation of new data with old data.
- Assist the Intelligence Unit by analyzing data and subscriber information regarding electronic surveillance activities. Analyze subscriber information, and complete frequency charts to determine possible target suspects and enforcement action.
- Conduct background research on criminals or suspected criminals under investigation through direct computer access or personal contact with systems (such as PACE, CIS, LEJIS, Booking, Probation, DOC III, Pawn, Water Billings, Autotrak, Carnac, ICIS, Citations, Penlink, etc.) and organizations (such as DES, MVD, DPS, etc.); may perform various additional case research and support duties as indicated on the Investigative Assistant job description.
- Serve on various law enforcement committees such as Rocky Mountain Information Network (RMIN), Law Enforcement Intelligence Unit (L.E.I.U.), International Association of Law Enforcement Analysts (I.A.L.E.A.), International Association of Crime Analysts (I.A.C.A.), and Arizona Crime Analysts (A.A.C.A.).
- Perform other related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience with a military or law enforcement agency compiling and interpreting data involved in processing criminal cases.

Training:

Equivalent to a Bachelor's degree in criminal justice, public or business administration, or related field. Requires some specific criminal intelligence analyst training from an

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accredited organization such as International Association of Law Enforcement Intelligence Analysts (IALEIA) or Anacapa Services Inc.

Licenses/Certifications:

Possession of, or ability to obtain, certification for wiretap monitoring.

Additional Requirements:

Must pass a Police polygraph and background examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 3490

Salary Range: 31

Compensation Plan: P40 / Regular

FLSA: Exempt